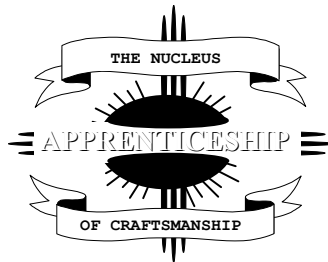




STANDARDS OF APPRENTICESHIP
adopted by

EARLY CARE AND EDUCATION APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CHILD CARE ASSISTANT/ASSOCIATE I		359.677-018	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II		092.277-018	3000 HOURS
EDUCATIONAL PARAPROFESSIONAL		099.327-010	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 16, 1999

Initial Approval

By: LAFRANK NEWELL
Chairman of Council

OCTOBER 19, 2001

Addendum Amended

By: PATRICK WOODS
Secretary of Council

OCTOBER 18, 2002

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE GROUP JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS.

The Early Care and Education Apprenticeship Committee has developed these standards to provide training for those individuals involved in providing quality care and education of our children.

1. **GEOGRAPHICAL AREA COVERED:**

All of Washington State.

2. **MINIMUM QUALIFICATIONS:**

Child Care Assistant/Associate I

Age: Minimum of 16 years old. (Employer must have a valid work permit to hire 16 year olds)
Education: High school diploma or equivalent or be enrolled in a high school.
Physical: Must be physically able to meet the requirements of the occupation.
Testing: None
Other: The applicant must be able to read, write, and speak English well enough to complete the necessary application form and interview. Criminal Background Check including Fingerprinting.

Child Care Site Coordinator/Associate II

Age: Minimum of 18 years old
Education: High school diploma or equivalent.
Physical: Must be physically able to meet the requirements of the occupation.
Testing: None
Other: The applicant must be able to read, write, and speak English well enough to complete the necessary application form and interview. Criminal Background Check including Fingerprinting.
The Child Care Site Coordinator/Associate II must have completed an apprenticeship to journey level status as a Child Care Assistant/Associate I or document equal education and experience.

Educational Paraprofessional

Age: Minimum of 18 years old
Education: High school diploma or equivalent.
Physical: Must be physically able to meet the requirements of the occupation.
Testing: None

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Other: The applicant must be able to read, write, and speak English well enough to complete the necessary application form and interview. Criminal Background Check including Fingerprinting.

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

Each employer shall select their apprentices based on their normal hiring practices. They will implement the following equal opportunity pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate their program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Labor Standards.

B. **Affirmative Action Plan:**

1. Cooperate with school boards, community agencies, community and technical colleges to develop programs, which prepare students for entrance into apprenticeship.
2. Disseminate information, within all areas of employment or assignments, concerning equal opportunity policies of the program sponsor(s).
3. Grant credit for previous occupational experience or occupation-related courses for all applicants equally.
4. Disseminate information to state agencies (school districts, child development center, Employment Securities, DSHS) to enlist their assistance in recruiting apprentices.

4. **TERM OF APPRENTICESHIP:**

The term of apprenticeship for Child Care Assistant/Associate I will be 2000 hours of reasonably continuous employment.

The term of apprenticeship for Child Care Site Coordinator/Associate II will be 3000 hours of reasonably continuous employment.

The term of apprenticeship for Educational Paraprofessional shall be 6000 hours of reasonably continuous employment.

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5. PROBATIONARY PERIOD:

The probationary period for the Child Care Assistant/Associate I and Child Care Site Coordinator/Associate II shall be 400 hours of employment.

The probationary period for Educational Paraprofessional shall be 1000 hours of employment.

6. RATIO OF APPRENTICES TO JOURNEYMEN:

The ratio of apprentices to journeypersons consistent with proper supervision, training, and continuity of employment will be maintained but in no case shall the ration exceed one (1) apprentice for each journeyperson per facility.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270 (2) (c):

Child Care Assistant/Associate I

1st period of	400 hours of employment	88% of the specified wage
2nd period of	600 hours of employment	91% of the specified wage
3rd period of	500 hours of employment	94% of the specified wage
4th period of	500 hours of employment	97% of the specified wage

Child Care Site Coordinator/Associate II

1st period of	400 hours of employment	80% of the specified wage
2nd period of	600 hours of employment	83% of the specified wage
3rd period of	500 hours of employment	85% of the specified wage
4th period of	500 hours of employment	88% of the specified wage
5th period of	500 hours of employment	90% of the specified wage
6th period of	500 hours of employment	95% of the specified wage

Educational Paraprofessional

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1st period of	1000 hours of employment	80% of the specified wage
2nd period of	1000 hours of employment	83% of the specified wage
3rd period of	1000 hours of employment	86% of the specified wage
4th period of	1000 hours of employment	89% of the specified wage
5th period of	1000 hours of employment	93% of the specified wage
6th period of	1000 hours of employment	96% of the specified wage

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8. WORK PROCESSES:

A. Child Care Assistant/Associate I DOT #359.677-018 HOURS

During the period of apprenticeship, the apprentice shall receive instruction and experience in all branches of the occupation as may be available, as is necessary to develop a practical and skilled worker who is versed in the theory and practice of this occupation. He/she shall perform such duties as are commonly related to an apprenticeship in this occupation and shall at all times be under the supervision of a competent journeyman. Safe working practices shall be a prime consideration in every work operation.

The following work schedule of work experiences of the occupation is submitted as a guide and will be followed as closely as occupational conditions will permit.

1.	Human Relations/Communications	200
2.	Learning Experiences for Children.....	300
3.	Record Keeping/Center Operations	100
4.	Health and Safety	100
5.	Nutrition.....	200
6.	Child Development	600
7.	Fine Arts	200
8.	Guiding Children's Behavior	300

TOTAL HOURS: **2000**

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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B. Child Care Site Coordinator/Associate II DOT #092.227-018 HOURS

During the period of apprenticeship, the apprentice shall receive instruction and experience in all branches of the occupation as may be available, as is necessary to develop a practical and skilled worker who is versed in the theory and practice of this occupation. He/she shall perform such duties as are commonly related to an apprenticeship in this occupation and shall at all times be under the supervision of a competent journeyman. Safe working practices shall be a prime consideration in every work operation.

The following work schedule of work experiences of the occupation is submitted as a guide and will be followed as closely as occupational conditions will permit.

1.	Human Relations/Communications	200
2.	Child Development	500
3.	Learning Experiences for Children	500
4.	Program Development	500
	a. School Age	
	b. Exceptional Child	
	c. Infant-Toddlers	
5.	Parent Education	300
6.	Child Behavior	600
7.	Child Nutrition and Health	200
8.	Operations for Child Development Center	200

TOTAL HOURS: **3000**

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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C. Educational Paraprofessional DOT #099.327-010 HOURS

During the period of apprenticeship, the apprentice shall receive instruction and experience in all branches of the occupation as may be available, as is necessary to develop a practical and skilled worker who is versed in the theory and practice of this occupation. He/she shall perform such duties as are commonly related to an apprenticeship in this occupation and shall at all times be under the supervision of a competent journey person. Safe working practices shall be a prime consideration in every work operation.

The following work schedule of work experiences of the occupation is submitted as a guide and will be followed as closely as occupational conditions will permit.

1.	Coordination of Instruction Efforts.....	200
2.	Lesson Preparation.....	300
	a. Outlines	
	b. Plan review with the teacher	
3.	Curriculum Material	500
	a. Plan	
	b. Preparation	
	c. Develop	
	d. Charts	
	e. Graphs	
4.	Teaching Methods.....	1000
	a. Presentation	
	b. Lecture	
	c. Discussion	
	d. Role Playing	
5.	Screening	400
	a. Screener	
	b. Prepare	
	c. Administer	
	d. Grade	
6.	Assignment Assistance	1000
	a. Group	
	b. Individually	
7.	Conference	600
	a. Parents	

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	b.	Students	
	c.	Staff	
8.		Records - Computer Data Entry.....	300
	a.	Student Attendance	
	b.	Student Progress	
9.		Childhood Education	1200
	a.	Handicapped Children	
	b.	Creative Activities	
	c.	Child/Adolescent Development	
	d.	Fine Art Experiences	
	e.	Psychology of Learning	
	f.	Health & First Aid	
	g.	Behavior Management	
10.		Office Techniques.....	500
	a.	Human Relations	
	b.	Communications	
	c.	Record keeping	
	d.	Computer Applications	

TOTAL HOURS: 6000

NOTE: All student activities will be under the direction and supervision of Certified teaching staff.

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - (X) A combination of home study and approved correspondence courses
 - (X) Technical College
 - () Community College
 - () Training Trust
 - (X) Other: (Specify)
- C. Hours 144 each year
- D. Satisfactory progress must be maintained in related training classes. (See section 10, Administrative/Disciplinary Procedures).

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. After careful evaluation, the committee will make determinations regarding credit for previous experience or education and will indenture apprentices accordingly.
- B. Disciplinary action will be taken when an apprentice engages in any practice which is inconsistent with the child development center or schools' published rules of conduct (or ordinary reasonable common sense rules of conduct) necessary to the welfare of the child, the child development center or school, and its employees.
- C. Any child development center or school may employ apprentices providing the Early Care and Education Apprenticeship Committee finds that the employer has adequate facilities and supervision to train apprentices.

11. COMPOSITION OF COMMITTEE AND ALTERNATE(S):

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The Early Care and Education Joint Apprenticeship and Training Committee shall be composed of equal representation from management and the employee occupation group.

The Employer Representatives Shall Be:

Sue Sykes, Secretary
8105-52nd Street Court West
University Place, WA 98467-1907

Sandy Dickson
2901 Wyman Drive
Auburn, WA 98002

Marguerite Shannon
8326 Maybelle Lane SW
Lakewood, WA 98498

The Employee Representatives Shall Be:

Dorothy Gibson, Chair
Economic Opportunity Institute
4738 11th Avenue NE
Seattle, WA 98105

Brint Sagle
604 KPHN
Lakebay, WA 98349

Betty Fulton
12624 Glenwood Avenue SW
Lakewood, WA 98499

12. **SUBCOMMITTEE(S):**

NONE

13. **TRAINING DIRECTOR/COORDINATOR:**

NONE